



DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**OFFICE ASSISTANT**  
(May be underfilled at the CLERK TYPIST level)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Lateral transfers, candidates on current exam list for Office Assistant, or Individuals who meet the experience and training requirements for a Clerk Typist.

**Location:** 460 Capitol Ave., Hartford

**Job Posting No:** 15402

**Hours:** 40 hours/week - Mon-Fri 8:30am-5:00pm

**Salary:** \$37,429 – \$49,108 (CL-13) – for Office Assistant  
\$33,558 – \$42,420 (CL-10) – for Clerk Typist

**Closing Date:** April 1, 2013

**Eligibility Requirement:**

Candidates must have passed the **Office Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for the classification of Office Assistant or must meet the experience and training requirements for a **Clerk Typist**. State employees currently holding the title of Office Assistant or Clerk Typist or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:**

Though the position will provide general clerical support to the entire Division of Legal and Government Affairs, the primary focus of duties will be in the DDS Central Eligibility Unit. This unit is responsible for accepting and processing all applications for supports and services from the Department of Developmental Services.

The person selected for this position will perform the full range of Office Assistant/Clerk Typist duties including but not limited to: typing a variety of materials; entering and retrieving data on computer terminals; setting up and maintaining office procedures, filing and indexing systems and forms; composing routine correspondence; compiling and completing recurrent technical, statistical or financial reports; providing general information and referral services in response to citizen complaints or questions; responding to inquiries from other work units or departments/agencies; applying agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; maintaining calendars of due dates and initiating recurring work or special clerical projects accordingly; processing a variety of documents in determining routine case status; assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures; verifying information through use of internal resources and contacts and/or soliciting additional information as required by phone or form letter; maintaining inventory and orders of supplies; using a variety of automated equipment to perform job functions. Performs related duties as required.

**General Experience for Office Assistant:**

Two (2) years' general clerical work experience.

**General Experience for Clerk Typist:**

Six (6) months as a Typist or its equivalent.

**Substitutions allowed for Clerk Typist:**

Graduation from high school with coursework in typing.

**Preferred Experience for both:**

Fluency in Spanish highly preferred.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam) including the job

Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

**Send Applications To:**

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Daimar Ramos**  
**Email: [Daimar.Ramos@ct.gov](mailto:Daimar.Ramos@ct.gov) Phone: 860-418-6121 Fax: 860-418-6004**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.